1. At the top of the landing page, select the **Reports** button on the button bar.
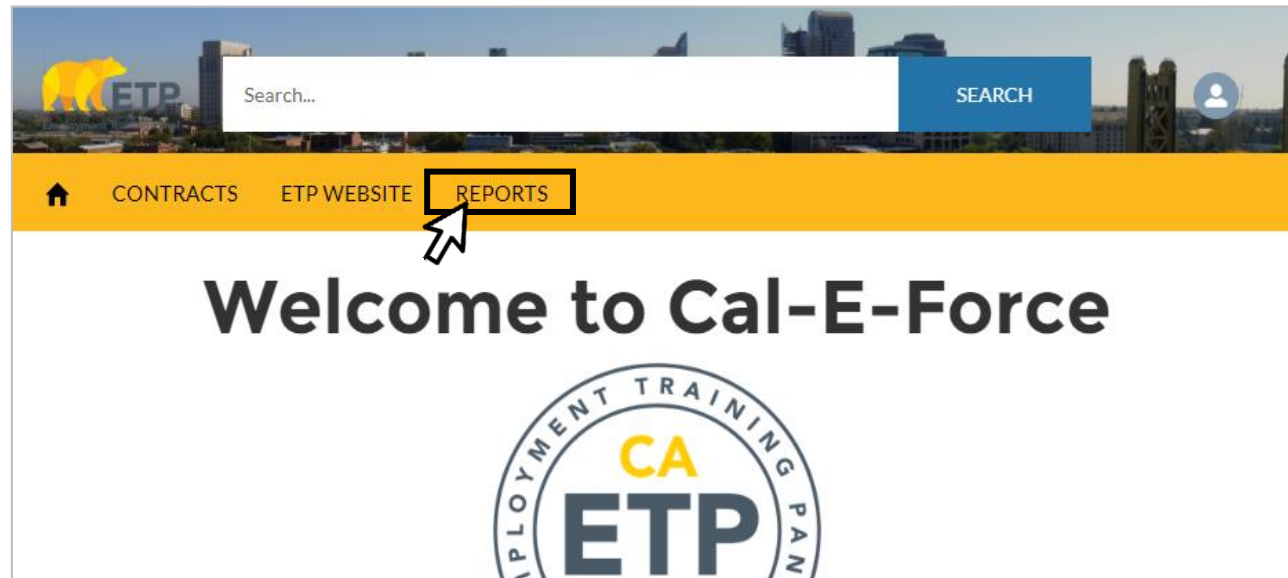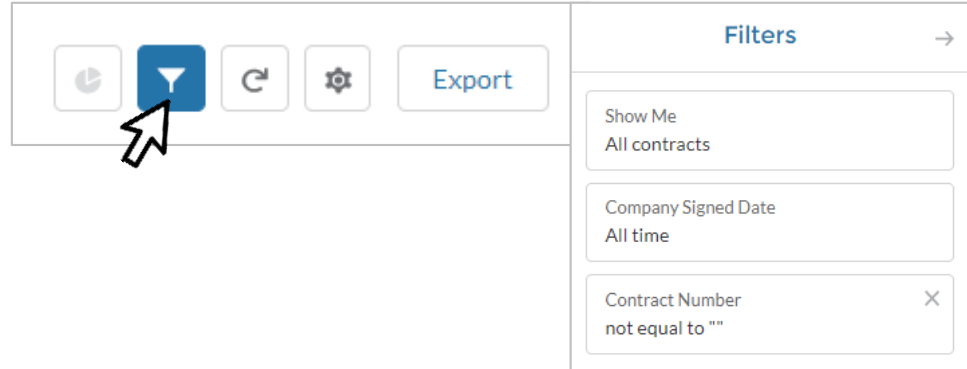

2. Choose the report to view and select **View** button.

   If you have multiple contracts, you will receive a report with content from all contracts. To view only content specific to an individual contract, you must filter the report (step 3).
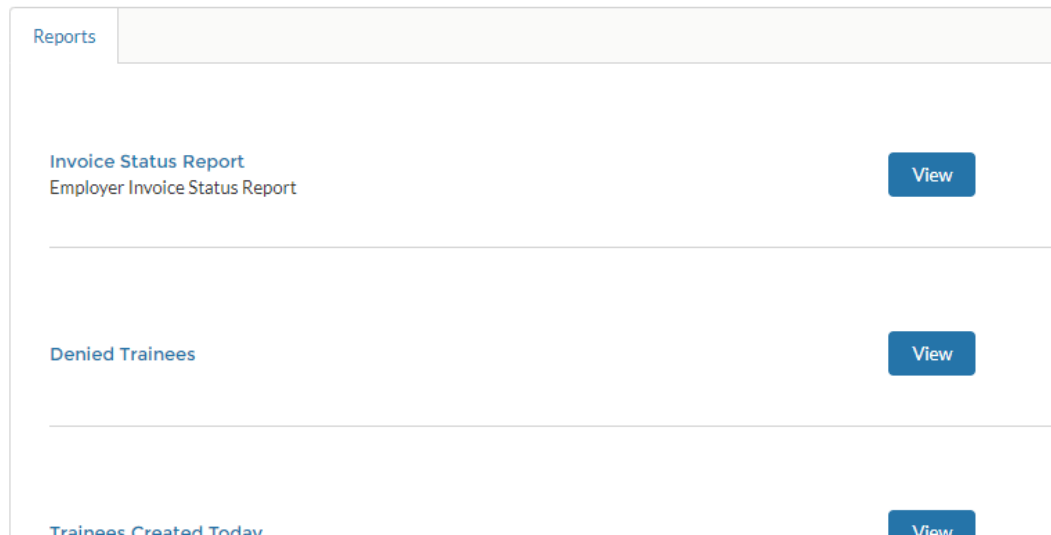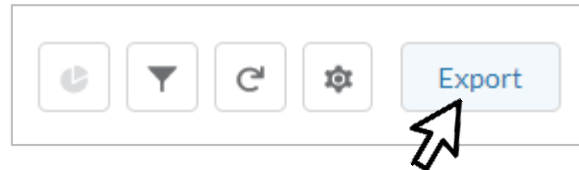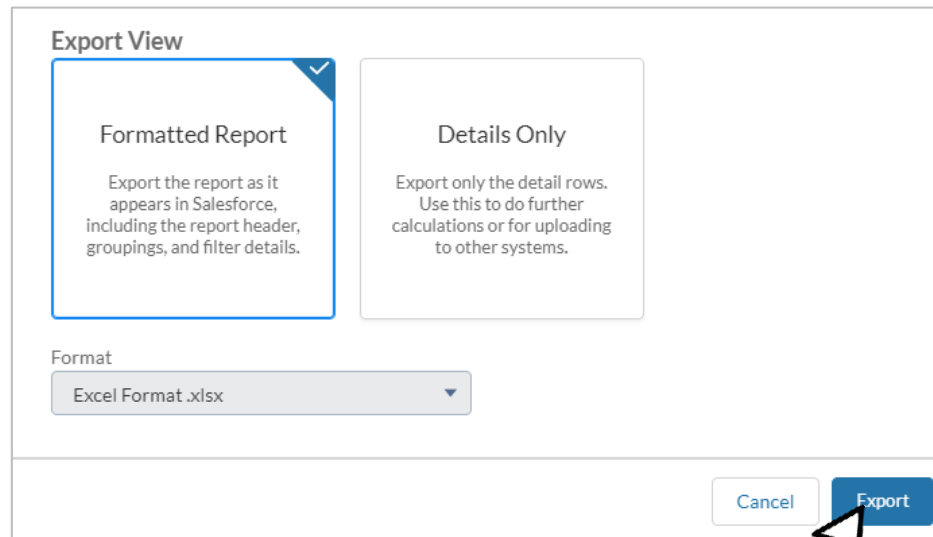
3.	Select the funnel icon to filter and/or sort results.	
4.	Click **Export** to download the report.	
5.	Choose view as either formatted report or details only and Click the **Export** button and your report will be saved as an Excel spreadsheet into the Downloads section of your computer.	